OpenOffice.org™ 3

Impress Guide

Appendix A
Keyboard Shortcuts

This PDF is designed to be read onscreen, two pages at a time. If you want to print a copy, your PDF viewer should have an option for printing two pages on one sheet of paper, but you may need to start with page 2 to get it to print facing pages correctly. (Print this cover page separately.)

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Feedback

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This document is based on the equivalent Appendix A for Calc, the OpenOffice.org spreadsheet program.

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Contents

Introduction

You can use OpenOffice.org (OOo) without requiring a pointing device, such as a mouse or trackball, by using its built-in keyboard shortcuts. Tasks as varied and complex as docking and un-docking toolbars and windows, or changing the size or position of objects can all be accomplished with only a keyboard. Although OOo has its own extensive set of keyboard shortcuts, each component provides others which are specific to its work.

For help with OOo's keyboard shortcuts, or using OOo with a keyboard only, search the OOo Help using the "shortcut" or "accessibility" keywords.

In addition to using the built-in keyboard shortcuts (listed in this Appendix), you can also define your own. You can assign shortcuts to standard Impress functions or your own macros and save them for use with Impress only, or with the entire OpenOffice.org suite.

To adapt shortcut keys to your needs, use the Customize dialog box as described in this section and in "Customizing keyboard shortcuts" in Chapter 11 (Setting Up and Customizing Impress).

Tip for Macintosh users

Some keystrokes are different on a Mac from those used in Windows and Linux. The following table gives some common substitutions for the instructions in this book. For a more detailed list, see the application Help.

Windows/Linux	Mac equivalent	Effect
Right-click	Control+click	Open context menu
Ctrl (Control)	⌘ (Command)	Used with other keys
F5	Shift+⌘+F5	Open the Navigator
F11	⌘+T	Open the Styles and Formatting window

Function keys for Impress

Shortcut Keys	Effect
F2	Select text tool
F3	Enter group
Ctrl+F3	Exit group
Shift+F3	Duplicate graphic object
F4	Open Position and Size dialog box
F5	View slide show
Ctrl+Shift+F5	Open Navigator
F7	Start spelling checker
Ctrl+F7	Open thesaurus
F8	Edit points
Ctrl+Shift+F8	Fit text to frame
F11	Open the Styles and Formatting window

Other shortcut keys for Impress

Shortcut Keys	Effect
Arrow key	Move the selected object or the page view in the direction of the arrow.
Ctrl+Arrow key	Move the slide in the normal view.
Shift+drag	Constrain the movement of the selected object horizontally or vertically.
Ctrl+drag (with Copy when moving option active)	Hold down Ctrl and drag an object to create a copy of the object.
Alt key	Hold down Alt to draw or resize objects by dragging from the centre of the object outward.
Alt+click	Select the object behind the currently selected object.
Alt+Shift+click	Select the object in front of the currently selected object.
Shift+click	Select adjacent items or a text passage. Click at the start of a selection, move to the end of the selection, and then hold down Shift while you click.
Shift+drag (when resizing)	Hold down Shift while dragging to resize an object to maintain the proportions of the object.
Tab	Select objects in the order in which they were created.
Shift+Tab	Select objects in the reverse order in which they were created.
Escape	Exit current mode.
Enter	Activate a place-holder object in a new presentation (only if the frame is selected).
Ctrl+Enter	Move to the next text object on the slide. If there are no text objects on the slide, or if you reached the last text object, a new slide is inserted after the current slide. The new slide uses the same layout as the current slide.

Shortcut keys in the Normal view

Shortcut Keys	Effect
Plus(+) key	Zoom in.
Minus(-) key	Zoom out.
Times(×) key (number pad)	Fit page in window.
Divide(÷) key (number pad)	Zoom in on current selection.
Shift+Ctrl+G	Group selected objects.
Shift+Ctrl+Alt+A	Ungroup selected group.
Ctrl+click	Enter a group, so that you can edit the individual objects of the group. Click outside the group to return to the normal view.
Shift+Ctrl+K	Combine selected objects.
Shift+Ctrl+K	Split selected object. This combination only works on an object that was created by combining two or more objects.
Ctrl+Plus key	Bring to front.
Shift+Ctrl+Plus key	Bring forward.
Ctrl+Minus key	Send backward.
Shift+Ctrl+Minus key	Send to back.

Shortcut keys in slide shows

Shortcut Keys	Effect
Esc	End presentation.
Spacebar or *Right arrow* or *Down arrow* or *Page Down* or *Enter* or *Return* or *N*	Play next effect (if any, else go to next slide).
Alt+Page Down	Go to next slide without playing effects.
[number] + Enter	Type the number of a slide and press *Enter* to go to the slide.
Left arrow or *Up arrow* or *Page Up* or *Backspace* or *P*	Play previous effect again. If no previous effect exists on this slide, show previous slide.
Alt+Page Up	Go to the previous slide without playing effects.
Home	Jump to first slide in the slide show.
End	Jump to the last slide in the slide show.
Ctrl+Page Up	Go to the previous slide.
Ctrl+Page Down	Go to the next slide.
B or *.*	Show black screen until next key or mouse wheel event.
W or *,*	Show white screen until next key or mouse wheel event.

Navigating in the Slide Sorter

Shortcut Keys	Effect
Escape	Moves the focus to the first slide.
Arrow key	Moves the focus to the next slide.
Spacebar	Makes the slide with the focus the current slide.